



The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL
01444 451610
01444 454276

Parish Clerk: Sam Heynes
clerk@cuckfield.gov.uk

Assets, Community & Environment Committee

Minutes of the meeting held at 8pm on Thursday 31st October 2024

Present: Mr A Symonds (Chairman), Mrs M Dormer, Mr A Podmore, Mr M Sheldon and Mrs J White

In Attendance: Mrs N Ripert (Communications & Admin Assistant), Mrs A King and Mr S Oversby-Powell

Public Questions Time: None present

ACE017 To receive apologies for absence

Cllrs Burton and Ceccherini offered their apologies which were noted.

ACE018 To receive declarations of interest from Members in respect of any matter on the agenda. (*The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it.*)

None

ACE019 To approve the minutes of the meeting held on 8th August 2024

The minutes of the meeting held on 8th August 2024 were noted and approved.

ACE020 To note the Action List

The action list was noted

ACE021 Assets

i. To receive an update on the Cemetery maintenance and burials

The Committee noted the burials and pre-purchases report, which indicated a quieter period over the last few months for non-parishioners' pre-purchases, which was now not permitted.

The clearing of the weeds around the church was completed and the grass cutting and general tidy of the cemetery was due to be completed before Remembrance Sunday.

ii. To receive an update on the allotments

The inspection of both allotments' sites had been carried out in September. All plots were well tended to in general and a follow-up was planned for a couple of plots in a few months' time for which notices had been given. One plot was due to be split at Courtmead Road providing one more plot to be advertised. The overgrown hedge at the bottom of the Courtmead Road allotments had been cut back to re-instore the pathway between the hedge and the allotments.

- iii. **To consider the quote to carry out the maintenance repairs to the Skate Park following the recommendations made in the safety inspection report**

The committee considered the quote and asked that the Clerk requested an estimate for the maintenance repairs to the skate bowl only and a confirmation of how urgent these repairs were.

ACE022 Community

- i. **To receive feedback on the Silver Sunday event that took place on Sunday 20th October 2024**

Committee confirmed the event was a success and received great feedback and agreed to book the next Silver Sunday date in April.

- ii. **To receive an update on the progress of the Community Art Display**

Committee noted that the Community Art Display was going well for participating artists. The next theme for November was Conflict/Casting and Shadows/ Reflections. Committee agreed that the Art Display needed to be advertised more on Cuckfield Gossip, Cuckfield Life and social media.

- iii. **To receive an update regarding the running of Tea & Company**

Committee noted Tea & Company was running its course successfully with the help of the usual attendees and hoped to host this regular Tuesday afternoon in the garden during the summer period. Councillors were encouraged to come and join in from time to time.

- iv. **To receive an update on the planning and organisation of the next Christmas Street Festival**

The planning and organisation of the Christmas Street Festival was well under way. The application for the road closure had already been submitted and confirmed between 4-10pm and the events was due to run from 5.30-9pm. Applications from stall holders were being received and an appeal for a Santa was to be advertised on social media. The next follow-up meeting was due on 15th November 2024.

- v. **To consider the next Skate Jam event on 15th April 2025**

Committee agreed to run the next Skate Jam event on 15th April 2025.

ACE023 Environment

- i. **To consider the draft Biodiversity Action Plan for 2025-2030 and the proposal for Volunteer work parties on Parish Council sites**

Committee considered the draft Biodiversity Action Plan for 2025-2030 and noted it will evolve according to priorities and funding. Committee suggested that a small working group should be set up to get it up and running and agreed to the proposal of Volunteer work parties on Parish Council sites.

- ii. **To consider the future maintenance requirements of the Daffodil Bank**

Committee agreed that the Daffodil Bank needed to be strimmed back before January 2025.

- iii. **To receive an update on Operation Watershed**

Drainline was due back on site on 25th & 26th November for the over-banding of the newly installed trenches.

ACE024 To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. Such matters will be for noting only or deferral to a future meeting only.

None